



## ***Substitute and Temporary Employee Paid Sick Leave***

### **Overview**

In accordance with the Healthy Workplaces/Healthy Families Act of 2014, the Contra Costa County Office of Education will provide paid sick leave to substitute and temporary staff as governed under the Paid Sick Leave Law (AB 1522).

### **Eligibility**

Beginning on or after July 1, 2015, to be eligible for paid sick leave under the Paid Sick Leave Law, employees must meet the following eligibility requirements:

- Employee becomes eligible for paid sick leave after working 30 days within a year from the beginning of employment
- Employee can use accrued paid sick leave beginning on 90<sup>th</sup> day of employment

### **Accrual**

Employees accrue one hour of paid sick leave for every 30 hours worked. Employees can accrue and use up to 6 days (48 hours) in a year. Any remaining hours at year end will carryover in to the new fiscal year not to exceed 6 days (48 hours).

### **Usage**

An employee may use paid sick days to care for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking. The minimum usage amount cannot be less than two hours. Balances of sick leave available will be printed on monthly pay checks once eligibility requirements have been met.

### **Procedure for Requesting Use of Paid Sick Leave**

- ❖ **For day-to-day substitutes:** Employee will decline a request to work when called by the sub caller system. Employee will enter sick leave used on their time sheet and complete and attach the Substitute Sick Leave form to their time sheet. ***A minimum of two hours must be requested and time must be previously earned in order to use.*** Hours will be paid as if worked in an assignment.
- ❖ **For extended short-term substitutes and substitute CDCR teachers:** Employee will notify site with as much advanced notice as possible, of the need to use sick leave so a substitute can be found. Employee will enter sick leave used on their time sheet and complete and attach the Substitute Sick Leave form to their time sheet. ***A minimum of two hours must be requested and time must be previously earned in order to use.*** Hours will be paid as if worked in an assignment.